

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **April 18, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: CARLA BUBOLTZ

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Sue Lagerman, and Curt Beyler (staff)

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:15 p.m.

CONSENT ITEMS

a. Approve/modify agenda

Motion by T. Watermolen, seconded by P. Williams, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by D. Carmichael, seconded by V. Van Vonderen, to approve the modified minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter from the Brown County executive appointing Robert (Bob) Nielsen to the Library Board for a three year term was received. Board introductions were made.

A letter from Eileen Rogers was received. She complimented Mary Jane Herber and extended thanks for the Genealogy 101 series.

K. Pletcher presented T. Watermolen with the Schneider National Foundation Volunteer Leadership Award that was announced at the WPS Awards breakfast. She noted how pleased the board and staff was that a person affiliated with the library was awarded.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

L. Stainbrook and R. Johnson had prepared a space needs assessment PowerPoint. Copies were distributed to the Board. T. Nixon stated that the purpose of this slide presentation was for the two directors to present analysis and what they see as future needs. He would like feedback on how the taskforce should proceed and what procedures should they follow. Questions were asked at the meeting that addressed the size of the site and if it can accommodate the space needs of both entities; the ability to build up or out; the ability to support both operations; maximum and minimum square footage; potential space that could be shared; needed square footage for the future; the effect on current users; an exit strategy for Central; renovating Central to host both organizations and more. It was agreed that getting feedback from community would be important. V. Van Vonderen asked about the vision and how to get both organizations on the same page. C. Wagner noted that the Library needs to know what the museum's vision for the future is. T. Watermolen asked if there is opportunity for private fundraising. B. Nielsen struggled with "how big do we build it?" Some counsel suggests building big enough for 5 years out as there is too much uncertainty beyond that as well as economic uncertainty. C. Wagner commented that new schools are built for 5-10 years out. T. Watermolen reminded to stay aware of the flexibility of structure. D. Carmichael asked how the museum responded to the co-location proposal. T. Nixon commented that they are also looking at it to see how it may or may not work. The museum is more interested in staying on the river and less interested in the library site. T. Nixon went on to say that there is not yet enough information to make a decision only to form impressions – the taskforce must get familiar with all information before deciding the library's and museum's future. T. Watermolen asked if there was concern about time. T. Nixon responded that he felt there was a general sense for timeliness among the members of the taskforce. The taskforce wants to end up with a report and recommendation for the County Board but reiterated that the taskforce is not a decision-making body – their purpose is to gather facts and make a recommendation by the end of year or sooner. C. Wagner asked if everyone appointed to the taskforce is there in good faith. T. Nixon feels that people are open-minded and if someone is biased, they are hiding it. County Executive Streckenbach was not there and probably won't attend future meetings. P. Williams stated that the idea of co-location/cultural campus was being talked about among school teachers, particularly in relation to field trips - schools are an important constituent.

STRATEGIC PLANNING DISCUSSION

The Board reviewed and discussed the recent presentation given by futurist, Garry Golden. There was a lot of information surrounding the role of the library and its relation to education, as a community center, access to resources, customized instruction, current and future constituents, expertise, and more. Golden suggested picking one topic/focus at a time and move forward. Following the presentation Guy Zima asked a good question restated as, "What do we do now? What does this mean? What do we do with this information?" It is up to the Library Board to determine concretely what should be done and agrees that flexibility, defined as changing with changing needs, is very important. The concept and process of planning, executing, assessing, and adjusting is applicable. T. Watermolen asked how the space needs of both organizations were being approached. L. Stainbrook replied that 90,000 –

100,000 square feet is still the right amount for Central but could differ depending on number of floors. But the more floors you have the more staff you need. The Museum is suggesting an expansion that would put them close to 100,000 sq. feet. The climate control needs for both organizations differ. Both institutions have needs for public and non-public space (including storage). The library needs to analyze what it is doing, what could be eliminated, as well as what it could be doing and any gaps that exist.

T. Nixon noted that the taskforce has to be a transparent. Anyone is welcome to attend the meetings (Third Monday at 4:30 at Museum) and offer input.

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Stainbrook reported that the Spanish language instructions enhancement on the RFID check out stations was completed. Lynn also offered that the acronym MFD (used in the report) stands for Multi-Function Device.

b. Financial Manager's report, bills and donations

February was not run because I.S. chargebacks were not yet posted. L. Denault presented the financial report for March, 2013. Motion by T. Nixon, seconded by V. Van Vonderen, to approve the March, 2013 financial report and the February and March, 2013 donations as follows:

Brown County Library Gifts, Grants & Donations Report February 2013

Gifts & Donations

02/01/13	Ashwaubenon	48.69	Donation Box
02/01/13	Bookmobile	10.00	Donation Box
02/01/13	East	94.73	Donation Box
02/01/13	Weyers/Hilliard	22.31	Donation Box
02/01/13	Central Circulation		Donation Box
02/01/13	Kress	23.82	Donation Box
02/01/13	Pulaski	11.85	Donation Box
02/01/13	Southwest	27.00	Donation Box
02/01/13	Wrightstown	15.27	Donation Box
	Total Donations	\$ 253.67	

Federal & State Grants

Total Grants

\$ -

Brown County Library Gifts, Grants & Donations Report March 2013

Gifts & Donations

03/01/13	Ashwaubenon	18.98	Donation Box
03/01/13	Bookmobile	4.75	Donation Box
03/01/13	East	59.61	Donation Box
03/01/13	Weyers/Hilliard	22.61	Donation Box
03/01/13	Central Circulation	67.22	Donation Box
03/01/13	Kress	12.79	Donation Box
03/01/13	Pulaski	18.00	Donation Box
03/01/13	Southwest	23.30	Donation Box
03/01/13	Wrightstown	16.79	Donation Box
	Total Donations	\$ 244.05	

Federal & State Grants

Total Grants

\$ -

Motion carried.

c. Approve Budget Adjustment Notice – Transfer budget dollars in the amount of \$6,500 from the Vehicle/Equip. Gas/Oil etc. account to the new Intra-County Expense Highway account

Motion by T. Nixon, seconded by C. Wagner, to approve the Budget Adjustment Notice to transfer budget dollars in the amount of \$6,500 from the Vehicle/Equip. Gas/Oil etc. account to the new Intra-County Expense Highway account. **Motion carried.**

d. Personnel

L. Stainbrook commented that the staffing update document included in the packet demonstrates the tracking protocols for replacing staff. L. Hoffman reported on her research on payroll processing providers including national, state and local accounting firms. Some companies offer different modules for different functions and others offer a whole package. The information collected will be helpful in making decisions about time sheets, automation, payroll function, employee tracking, benefit administration, performance, recruitment, time and attendance, etc.

e. Facilities Report

C. Beyler reported that of the carryover projects, two-thirds are underway and one is complete. The biggest project at present is Central lighting and the consideration to replace or retrofit. Long term, the preference would be to replace. The cost is more and the payback is approximately 3.3 years but energy costs would be less. Not knowing what the future holds, the other option is to retrofit the lamps and ballasts. The project cost is less and the payback would occur in months. D. Carmichael asked if it was important to replace the lighting all at once and Beyler replied that the cost savings and lighting incentives would be greater as WPS' enhanced incentives expire on July 31. T. Watermolen commented that the money saved by retrofitting or replacing the lighting could be used for other Central projects but we need to know future. If lighting is replaced, it may not be in the right location for the future layout or use of the building. C. Beyler indicated that none of the other library buildings would be able to use those same lights in the future. Cost to operate is just energy consumption – not lamp replacement. A quick analysis revealed that after seven years, the replacement becomes more cost-effective than the retro-fit, but given the uncertainty of the use of the Central Library building, it may be better to do the retro-fit of the lamps, which is essentially no cost to the Library. A consensus of the Board agreed to direct C. Beyler to follow up on retro-fitting the lamps, rather than replacing.

A Focus on Energy/WPS grant for a solar panel project at Central was awarded \$27,000 but with a payback of 17 years. Consequently, this will not be implemented. Grant opportunities continue to be sought. The Ashwaubenon DDC is finished and duct work sealing and insulating is 1/3 done. The low bid for the arc flash study was accepted. This will be scheduled in the next six weeks. The retirement of Maintenance Mechanic Al Reinert was also reported.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

K. Pletcher attended her first meeting. C. Wagner indicated there was a report on OWLS and Outagamie County as well as discussion regarding the reconfiguration of the 17 federated library systems in the state. Rick Krumwiede (OWLS) indicated the process is moving along.

OLD BUSINESS

Regarding adjacent county billing, Corporation Counsel interpreted the bill as a rightful bill. All counties paid except Outagamie. Their action was not in accordance with WI state law and that is why privileges were reinstated for Brown County residents. Regarding seeking payment for the bill, L. Stainbrook reported that both County Executives met but she does not have the details. What are the next steps? If they don't pay Brown County could deny privileges. Interest accrues by law after demand.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

Lynn distributed some statistics reflecting digital vs. physical expenditures and digital vs. physical circulation. Consideration is being given to the possibility of giving staff a one-time pay bonus as recognition of the need for pay increases and/or cost of living increases. K. Pletcher will attend a Chamber of Commerce meeting with Lynn on Monday regarding co-location possibilities. The Museum will also be represented.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

C. Wagner asked about the Friends of the Brown County Library's staging area and noted that their needs should also be considered in space needs conversations. Ed & Rec meets on May 1 at Brown County Golf Course at 5:45 p.m.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Nixon, seconded by V. Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:15 p.m.

NEXT REGULAR MEETING
May 16, 2013
Weyers-Hilliard Branch Library
2680 Riverview Drive, Howard
5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary